

THE GOVERNING BODY OF EVENLODE PRIMARY SCHOOL
The minutes of the Ordinary Meeting held on 11th December 2020 at 5:30pm

PRESENT:

S Richards
K McCaffer
J Lewis
H Hodgkins
S Burkitt-Harrington, Chair
S Rees, Headteacher
A Williams-Brunt
S Woollatt
L Harris
K Bowring
L Payne
D Cornelius

ALSO PRESENT: L John, Clerk to the Governing Body

Item	Actions
1.0 Welcome new governors Governors discussed the potential for new governor community because of new elections	
2.0 Apologies B Gray, D Merrick, J Roberts, S Noormohamed	
3.0 Minutes 3.1 Last full meeting on 11/9/19	
- Annual Report to Parents. This was not yet complete. It was agreed to meet to finish when diaries allow.	JL & SR to meet to complete
- Presence of Governors at parents' evenings. It was suggested that Governors without a parental contact with the school should be contacted to inform them of changes that take place that affects them.	
The headteacher said that communication will be improved between Saplings and the headteacher following the appointment of a new lead.	
- Saplings ownership. The Chair informed Governors that he had met with Trevor Baker following the last meeting. A letter has been drafted to be sent to the children's inspectorate to clarify the ownership of Saplings as the school so that people can use the appropriate tax code.	SR, JL & SB-H to meet to agree letter content
The headteacher explained the implications of the after-school club for the benefit of new governors. The club is growing continuously.	
- The clerk noted an incomplete sentence related to the date of the next INSET day which was confirmed for 14 th February.	

- 8. Drop in numbers. Children come from out of catchment and usually take up any remaining spaces- there is some space in the school still. It is still unclear why.

Governors discussed informing local estate agents as there is a suggestion that some families believe schools in Penarth are full.

- The Governor page on the school website is being updated. Minutes will be included. Governors were invited to review to consider confidential items that should be removed.
- Health & Safety. The school risk assessment has been updated and provided to Governors through a health & safety walk. Governors acknowledged receipt of the report.

The headteacher added that the school has failed their emergency lighting assessment. The re-fit programme has been delayed and it was hoped the lighting would be replaced within the programme. The LA proposes the school replaces the lighting most significant to address safety concerns. The LA have assured the school that if they do replace the lighting then it will replace the lighting with products that are commensurate with the lighting proposed as part of the re-fit programme.

Governors discussed the timeframe for completion. The LA advice is that there is enough battery within the lighting to last 20 minutes which would be more than enough to support everyone evacuating the building in an emergency.

Governors discussed the frequency of fire drills. The headteacher said that it was done every half-term. Saplings operate through some hours of darkness, however. Saplings do their own drills but it is unclear whether they have done these when it is dark.

- Learning Walk. Governors were invited to comment on the recent experience which was very positive. Pupils were very enthusiastic. It was explained that Listening to Learner events had also been held which were insightful. It has been decided that the timing of the walk would be earlier in the day to engage with learners more. A book look will also be held at some point. More scrutiny will take place within the Curriculum Committee that will meet next term.

Governors acknowledged receipt of the report.

The headteacher added that he had held listening to learner events and feedback about recent project work was very positive with minor points to improve. All pupils have graded their topics and all scored very high.

The SLT have also completed lesson observations. It is too early to report fully but all teaching is at least *good*. The following improvements are needed:

- Further embed the 4 core purposes
- Welsh is still an area requiring development. Staff will plan key phrases to be used at each year groups.
- Enhancements to improve learner understanding of the chronology of historical events are needed.

The Challenge Advisor visited and listened to learners. He was very impressed.

3.2 Committee Meetings that have not yet been presented to governors

- HT PM

Governors gave feedback related to the Headteacher's Performance review. All targets that were set were met. The area of wellbeing was commented on as a real strength which includes the quality of the outdoor equipment.

The headteacher added there is a related training day for the cluster on 14th February. Governors are invited to attend. There is an increasing commitment to wellbeing. There is a balance as there is a curriculum to deliver.

The headteacher commented that succession planning had been discussed with the potential for retirements in the next 2 years. The headteacher reiterated that any decisions were the governing body's decisions to take. Governors discussed the recruitment process.

- Resources

The Minutes were shared with Governors. Some verbal feedback was provided relating to the budget update that had been received and work relating to premises. An update on the drainage in the Infant Yard was provided- a survey will be completed at the school's expense to diagnose the issue before the LA will consider funding the refurbishment.

Governors discussed the value of using certain IT devices and related schemes across the school. A subscription scheme was used initially but some had claimed it was discriminatory as learners who paid could take devices home. The headteacher said there were complexities relating to IT decisions and investment. There have been issues related to support from 3rd parties.

It was explained that the PTA have funded some recent equipment (laptops). Governors discussed the use of Hwb and collaborative work.

Governors asked if the school would consider leasing schemes again. It was explained that it could but it is not a priority at the moment.

Governors agreed to nominate a governor to investigate leasing schemes in the current market at a future meeting.
The Committee met with Sapling staff who expressed some concerns relating to continuing to meet staff pupil ratios in the event of staff absence. A new part-time post has been agreed. The Committee have also agreed to replace some kitchen facilities and a cook to facilitate an evening meal for those eligible.

SB-H to allocate time to consider investigating leasing options.

A Williams-Brunt left the meeting.

4.0 Vacancies

Governors acknowledged the current Community Governor vacancy and that it was important to ensure a wide variety of stakeholders at the meeting

SB-H: Advertise vacancy; Contact interested party

Governors discussed the promotion of vacancies. Governors agreed to promote the vacancy in the community.

5.0 Committee Structure

Governors agreed to ADOPT the proposed committee structure subject to a potential minor amendment suggested by a governor.

SB-H Make minor amendments to Committee Structure

6.0 Annual Report to Parents

This had been discussed earlier in the meeting. It was confirmed that the same template was used as had been previously with areas identified to be updated.

7.0 To receive following reports/Updates:

7.1 Headteacher's report. This had been shared with Governors.
The following was also noted:

- It has been a positive and busy term
- Budgetary constraints. Subject to any changes the school faces difficult decisions with an increasing deficit. There are some concerns raised by the NAHT relating to UK Government monies that have not been released. Governors were invited to an event to highlight the issue. The LA are unclear how the situation can be resolved. It has been made clear to them that the school cannot operate safely with less staff.
- Events. Successful events were referred to as detailed on the report.
- Income generation. Governors discussed use of the hall to generate income.

Governors asked if the school could sell the Saplings model to other schools. It was explained that schools are reluctant because of the time involved and the difficulties faced in running the service.

- Attendance. It has been generally good with no long-term sickness.
- Staffing. An overview of staff changes was provided.
- Buildings. The grounds' maintenance company continue to provide an excellent service. Lighting issues were highlighted.

Reference was made to a letter relating to an anonymous letter raising concerns about traffic.

- Health & Safety- Investigations are ongoing to some odours from
- Training. Details of training received and given were shared. Training provides a health income for the school.
- Healthy Schools. The school has been invited to apply for the Phase 6 award.
- Wellbeing. The work of the newly appointed School Liaison Officer has been very positive. Increasing issues of communication relating to separated parents were raised. The headteacher asked if the governors could consider a policy relating to it.
- Expressive Arts: the school is reviewing its use of drama specialists. Other activities were shared.
- ALN. The numbers on the ALN Register were shared. New reform has been delayed by a year and the ALNCO continues to keep abreast of new changes. Differentiation in planning will be a focus next year.
- Humanities. The topics are very popular with pupils. Details of events and trips relating to Humanities were shared.
- Green Flag. ADA were very complimentary of pupils and their enthusiasm following workshops held in the school.
- Pupil Attendance is currently 97%. Current EWO support is limited because of absence.
- Details of exclusion/s and discriminatory incidents were provided.
- Safeguarding. Details of Project Encompass were shared.

SB-H To consider discussion relating to policy around communication to address increasing issues from separated parents.

Governors were invited to ask questions. There were no further questions.

8.0 Governor Training & Development

Governors were informed that Welsh Government is considering making L2 Safeguarding mandatory. The LA has offered to deliver training at a convenient date/time.

SR- apply for licences for free online training (L1 Safeguarding)

Governors were invited to do L1 Safeguarding training online through a 3rd party.

Governors were invited to complete any of the training offered especially committee-related training.

9.0 Items for the next agenda

There were none agreed at the meeting.

10.0 Dates and times of next meeting/s

Full Governing Body: Wednesday 5th February, 5:30pm

It was explained that governors had previously agreed to have a workshop-style meeting. Staff were invited to present.

The following dates and times were confirmed by the Chair:
Curriculum Committee 8/1/20, 5pm

Personnel 12/2/20, 5:30pm
Resources 26/2/20
Resources (Budget) 4/3/20
Resources 18/3/20
Full governing body meeting 25/3/20 5:30pm

A Book Look is to be scheduled.

11.0 **Any Other Business**

Governors agreed to ADOPT the following policies that had been distributed:

- Teaching & Learning Policy

Governors were invited to review the following policies:

- Bullying and behaviour policy (with a view to changing to a Relationships policy)
- Mental Health Policy

SB-H to consider time to discuss policies.

Governors noted the need to consider the impact of LA support when policies are reviewed.

The headteacher added that the staff have worked incredibly hard this term for which he is very grateful. Governors discussed the potential for finishing early on the last day of term which could have been considered if more notice could be given to parents.

School 50th Celebrations- Governors discussed other potential events before the end of the academic year.

Governors discussed access to the newsletter. It was explained that Schoop is the easiest way to access it.

Staff to contact governors to arrange access.